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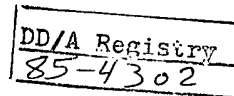
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TRANSMITTAL SLIP		DATE
TO: DDA		
ROOM NO. 7D18	BUILDING Hqs.	
REMARKS:		
FROM: D/OTE		
ROOM NO. 1026	BUILDING C of C	EXTENSION <div style="border: 1px solid black; width: 50px; height: 20px;"></div>
FORM NO. 1 FEB 58 241		REPLACES FORM 36-8 WHICH MAY BE USED.

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DD/A REGISTRY

FILE: 30-11

OTE No. 85-5078

19 DEC 1985

MEMORANDUM FOR: Executive Director

VIA: Deputy Director for Administration
Administrative Officer, DCI

FROM:

Director of Training and Education

SUBJECT: Request for Approval to Incur Expenses

1. Approval is requested to incur expenses allowed

2. I believe the expenditure of appropriate funds is authorized
for the costs for reception services for the Executive
Leadership Forum (ELF) on 18 - 22 November 1985 to honor senior
guests and the instructor from the Center for Creative Leadership
(who conducted the course for the Agency without charge).

3. Designated Officials (guests) present including their grade,
title, and organization affiliation:

Max Knight, Vice President, IBM
James O'Connor, Deputy Director, FBI Academy
Randy White, CCL, Greensboro, N.C.

4. Designated Agency Official (host) present including their
grade, title, and organizational affiliation:

D/OTE, SIS-4

5. Other guests present including their grade, title, and
organizational affiliation:

Students in the ELF Course (SIS-1s)
OTE Instructors (GS-12 and GS-13)
Six Assessment Psychologists

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SUBJECT: Request for Approval to Incur Expenses

6. I certify that the attendance of the individuals listed in paragraphs 4 and 5 is considered essential to the conduct of official Government business and, further, that the function will facilitate the accomplishment of the DCI's duties and responsibilities.

7. The cost for this function is \$845.00.

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Attachment

CONCUR:

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[Signature]
Deputy Director for Administration

12/23/85
Date

I certify the availability of funds in the amount indicated in paragraph 7.

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Budget and Fiscal Officer, DCI

12/27/85
Date

APPROVED:

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[Signature]
Director

12/27/85
Date



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AMERICAN CHEMICAL SOCIETY
P.O. BOX 57136 WEST END STATION
WASHINGTON, D.C. 20037 CABLE ADDRESS "JIECHEM"

INVOICE
NUMBER MUST
APPEAR IN ANY
REFERENCE TO
THIS ORDER

INVOICE NO.
BC 4803

SOLD TO
Office of Training & Education
Room 1016
Central Intelligence Agency
Washington, D.C. 20505

SHIP TO

attention:

TERMS: NET 30 DAYS TO INSURE PROPER CREDIT RETURN ONE COPY OF INVOICE WITH PAYMENT.

INVOICE DATE	SHIPPING INSTRUCTIONS	YOUR REF. ORDER FORM <input type="checkbox"/>	P.O. <input type="checkbox"/>
12/9/85			
QUANTITY ORDERED	DESCRIPTION	CODE	NET AMOUNT
1.	Reception services for an Office of Training and Education meeting held at November 18-22, 1985		\$845.00
exempt Maryland State Tax _____ %			
TOTAL DUE			\$ 845.00

ALL CLAIMS MUST BE MADE IMMEDIATELY UPON RECEIPT OF ORDER
UNAUTHORIZED RETURNS NOT ACCEPTED

INVOICE-PLEASE RETURN THIS COPY WITH YOUR REMITTANCE

DO NOT WRITE IN THIS SPACE

